Comparisons of Job Characteristics

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Legal Secretaries (43-6012)

Compare Knowledge
Compare Skills
Compare Abilities
Compare Detailed Work Activities
Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge	**Similarity of Focus Occupation to Associated Occupation: 86**

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Legal Secretaries (43-6012)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	22.3	14.7	<<	Extensive education and/or training may be required
English Language	11.2	16.1	11.0	<<	Extensive education and/or training may be required
Law and Government	5.9	13.8	3.2	<<	Extensive education and/or training may be required
Computers and Electronics	8.4	13.5	10.2	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	12.1	15.5	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills	**Similarity of Focus Occupation to Associated Occupation: 90**

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Legal Secretaries (43-6012)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	13.0	10.0	<<	Extensive development of skills in this area may be required
Writing	9.2	12.9	8.7	<<	Extensive development of skills in this area may be required
Active Listening	11.0	11.8	11.2	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities	Similarity of Focus Occupation to Associated Occupation: 91

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Legal Secretaries (43-6012)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Near Vision	11.1	14.6	9.3	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	13.3	9.7	<<	Extensive improvement in abilities may be required
Oral Comprehension	12.5	12.9	11.9	0	Current ability level may be sufficient
Oral Expression	12.4	12.5	12.6	0	Current ability level may be sufficient
Speech Recognition	9.9	12.2	11.2	0	Current ability level may be sufficient
Written Expression	9.8	12.2	8.7	<<	Extensive improvement in abilities may be required
Speech Clarity	10.2	10.4	10.1	0	Current ability level may be sufficient
Deductive Reasoning	10.6	9.4	8.3	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common	Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Legal Secretaries (43-6012)

Work Activities	Exclusivity of Activity
Arrange teleconference calls	78
Develop travel itinerary	82
Distribute correspondence or mail	76
Enter time sheet information	82
Fill out business or government forms	42
Maintain appointment calendar	78
Maintain inventory of office forms	71
Maintain records, reports, or files	5
Maintain telephone logs	74
Maintain travel expense accounts	84
Make travel reservations	82
Route multi-line telephone calls	85
Schedule meetings or appointments	68
Schedule or contract meeting facilities	80

Take messages	68
Transcribe spoken or written information	74
Type document from machine transcription	87
Type letters or correspondence	78
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1
Use telephone communication techniques	62

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common	**Similarity of Focus Occupation to Associated Occupation: 87**

Focus Occupation: Receptionists and Information Clerks (43-4171)
Associated Occupation: Legal Secretaries (43-6012)

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Call management systems or accessories	19
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Industry specific software	1
Information exchange software	1
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.